

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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January 29, 2007

TO: Each Supervisor

FROM: Bryce Yokomizo, Director

SUBJECT: **GAIN JOB READINESS AND CAREER PLANNING SERVICES –
NOTIFICATION OF INTENT TO NEGOTIATE A SOLE SOURCE
CONTRACT**

In accordance with your Board's order of February 23, 1999 on sole source contracts of \$250,000 or greater, I am informing you that the Department of Public Social Services (DPSS) intends to negotiate a non-competitive contract with Los Angeles County Office of Education (LACOE) to provide Job Readiness and Career Planning Services to participants of the Department's GAIN Program and Refugee Employment Program (REP) effective Fiscal Year 2007-2008.

The current contract became effective July 1, 2002 per a Board order that directed the DPSS Director to contract with LACOE for these services. The original contract period covered July 1, 2002 through June 30, 2004. Your Board delegated authority to the DPSS Director to renew the contract for three one-year periods. The final renewal extended the contract through June 30, 2007. The maximum contract amount for Fiscal Year 2006-07 is \$13,136,898.

Job Readiness and Career Planning Services (Orientation and Job Club Services) are State-mandated services that the County is required to provide for GAIN participants. Orientation and Job Club Services is a four-week component that provides GAIN participants with the tools, skills, information and resources to enable them to overcome barriers and find work through their own efforts. During the term of the current contract, LACOE consistently met the contractual requirements and exceeded the contractual performance expectation of placing 20 percent of participants into full-time employment. For FY 2005-06, LACOE's average full-time placement rate was 30 percent.

California Department of Social Services' (CDSS) regulations allow DPSS to non-competitively negotiate contracts with other governmental agencies. The regulations also require the Department to pay governmental agencies based on an actual cost method of reimbursement. The regulations generally require that the contract term does not exceed three years. DPSS requested and received permission from CDSS to include two one-year renewals beyond the initial three year term.

LACOE's staff possess the specialized technical knowledge and experience required to provide Orientation and Job Club Services to GAIN and REP participants that DPSS staff does not have. If DPSS does not renew this contract with LACOE, DPSS will need to conduct a solicitation process to procure these mandated services.

Unless otherwise instructed by your Board, we will proceed to negotiate a sole source contract with LACOE.

BY:nl

c: Chief Administrative Office
County Counsel
Executive Officer, Board of Supervisors